



## INTERNAL/EXTERNAL POSTING

### Invites applications for a **FAMILY SERVICE WORKER – FAMILY SERVICES** **FULL TIME PERMANENT POSITION**

Classification: SP3/SP4, \$25.31 – \$32.60 / \$27.92 – \$38.72 per hour

Hours of Work: 7.25 hours per day or 36.25 hours per week

Competition Number: 2019003-SOC-P

Location: Portage la Prairie, Manitoba

Under the supervision of the Supervisor, Family Services, the Family Services Worker will work as part of a team to provide support and guidance to our families, children and youth under the mandate of the Child and Family Services Act, providing services such as child protection and assessment, casework, legal preparation, working with caregivers and collaterals.

#### **Key Responsibilities and Activities:**

- Identify and investigate complaints of neglect, abuse or where children are at risk and in need of protection and assess the level of risk to determine case planning strategies and apprehensions.
- Conduct investigations and assessments of children at risk
- Interview children, using a variety of age-appropriate methods, to formulate case goals and plans
- Develop working relationships with clients, from a variety of cultural backgrounds, and develop case plan to address the issues that necessitated Agency involvement and work with families of children at risk in home setting in order to improve a family's level of functioning
- Coordinate delivery of services to meet identified needs through case management, referral to community resources, advocacy and providing supportive or rehabilitative services
- Provide counselling services to children and families and teach strategies to families to minimize risk and improve level of functioning
- Evaluate the client's progress in the service recommendations as per the case plan and develop collaborative relationships with caregivers for the delivery of services for the child in care
- Prepare foster parents, relatives and other substitute caregivers to receive children in placement to minimize trauma and facilitate adjustment
- Coordinator delivery of services to meet identified needs through case management, referral to community resources, advocacy and providing supportive or rehabilitative services
- Evaluate the client's progress, monitor family functioning and investigate any allegations
- Maintain regular contact with child, parent(s), birth family, and caregiver
- Work to transition a child to his/her parent(s) care when risk factors have been reduced
- Initiate permanent placement planning when necessary
- Prepare for and participate in legal and court actions
- Compile and document information for pre-trial and collaborates with the lawyers and/or legal representative to implement legal action including serving Notices of Hearing
- Prepare testimony for children and/or self and testifies in court hearings
- Complete all administrative and reporting requirements
- Complete assessments and closing and transfer summaries, as per Provincial Standards
- Complete documentation including written service contracts, referral forms, placement forms
- Record and maintain daily contact note journals and updates on case status, letters and memos

#### **Key Qualifications:**

##### **Education**

- BSW or BA and two years related experience, or a combination of education and five years related experience

##### **Experience**

- Knowledge related to areas of substances abuse, family violence, child maltreatment, and child development
- Strong oral and written communication skills
- Demonstrated skills in areas of crisis intervention, abuse investigation and assessing high risk situations
- Experience working with Metis and Inuit people
- Access to a vehicle and possession of a valid Manitoba driver's license as travel will be required.

##### **Knowledge, Skills and Abilities**

- Able to establish priorities and work effectively in a high volume and time sensitive environment.
- Demonstrated understanding of Metis and Inuit culture and communities
- Sound knowledge of computer skills using Microsoft office, e.g. Outlook, Excel and Word
- Ability to maintain highly sensitive and confidential information
- Ability to work cooperatively within a team environment

Your cover letter and resume must clearly indicate how you meet the qualifications. Please submit your resume under cover letter indicating the competition to:

Michif Child and Family Services,  
Attention: Human Resources  
Email: [hr@michifcs.com](mailto:hr@michifcs.com)

**Applications will be accepted until position is filled.**

*We thank all who apply, however, only those selected for an interview will be contacted.*

Applicants are encouraged to self-declare in the cover letter.  
**Preference will be given to Métis and/or Inuit applicants.**